

INTERNET JOB SEEKER SERIES

By Bruce A. Bennett

Resumes, Cover Letters, and Applying Online

Monday, September 14, 1pm - 3pm

This presentation showcases resume styles and the elements that go into building your resume. Every job application requires unique skills, and this session will show you how to improve your resume to match the jobs to which you are applying. Additionally, we will discuss cover letters and learn about ideas to include. Follow link to register: https://us02web.zoom.us/meeting/register/tZcpd-ygqz4jGNXX9HkXig9ti-V6lcj_sAUZ

Guide for a Winning Interview

Wednesday, September 16, 1pm—3pm

Guide for a Winning Interview is an in-depth review of the interview process. Preparation is a key element to acing an interview. Learn the best approaches from the initial phone screen to the face to face meeting with the hiring manager. You will hear great answers to several standard questions, including the dreaded “Tell Me About Yourself”. Follow the link to register: <https://us02web.zoom.us/meeting/register/tZYlcO2qqzwjH9PCuSqjuKZTeeGSsFtVatb>

LinkedIn for Your Job Search

Monday, September 21, 1pm—3pm

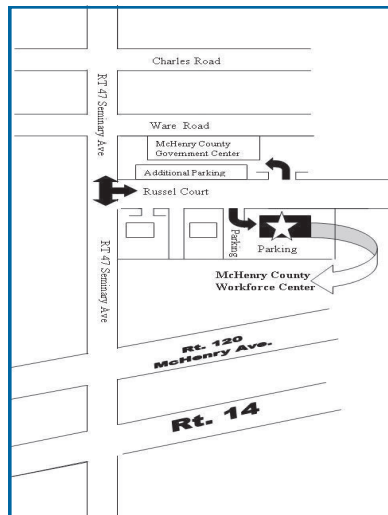
This workshop helps you understand and navigate your way through LinkedIn. A vast majority of companies are using LinkedIn as a recruiting tool. Topics covered include learning the many elements of your profile, populating your work experience history and understanding why a profile is more than just a resume. You will be able to identify the different features available on LinkedIn and where to focus your attention. Learn how to successfully build your network of connections and the use search tool filters that LinkedIn offers. Discover how to search for relevant LinkedIn Groups, Companies, and people. We will delve into creating a job search agent on LinkedIn and explore job applications on LinkedIn. Follow the link to register: <https://us02web.zoom.us/meeting/register/tZYkcOyrqDssGdHgZovvrMJrwpPh94cwOtLJ>

LinkedIn Strategic Guidelines

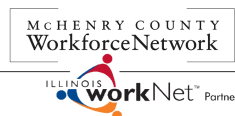
Wednesday, September 23, 1pm—3pm

LinkedIn is a powerful tool for networking, research, and marketing yourself to clients and employers. This session teaches strategic practices for building your LinkedIn internet presence and marketing yourself. The use of hashtags and ampersands will be covered as well as going mobile with the LinkedIn app. Follow the link to register: <https://us02web.zoom.us/meeting/register/tZAod-iqQTlqEtGG40B9L9APXQe0Wnqv0WQs>

NOTE: For the LinkedIn Workshops, attendees must already have a LinkedIn Profile. A webinar to learn how to create your LinkedIn account and start building your profile is available on our website at



Parking permitted in MCWN lot and across the street in Government Center **ONLY**. **ALL OTHER LOTS WILL TOW VEHICLES.**



**500 Russel Court
Woodstock, IL 60098
Phone (815) 338-7100
Fax (815) 338-7125**

www.mchenrycountyworkforce.com



*McHenry County Workforce Network is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling **TTY (800) 526-0844 or 711.***

AVISO IMPORTANTE! Este documento contiene información importante acerca de los servicios de WIOA. Asistencia para la traducción telefónica de este documento vital, se encuentra disponible en el Centro de Fuerza Laboral del Condado de McHenry. 500 Russel Court, Woodstock, IL 60098. 815-338-7100 ext. 2793

September 2020

McHENRY COUNTY
WorkforceNetwork



McHenry County Workforce Center

500 Russel Court
Woodstock, IL 60098
(815) 338-7100 x2771
workforcecenterRR@yahoo.com

**Resource Room Hours
BY APPOINTMENT ONLY
Monday-Thursday
8:30am - 4:00pm**

A proud partner of the
americanjobcenter
network

Career Workshops and Services

Personalized Job Search Assistance Services

To sign up, contact the professional directly by email.

RESUME CRITIQUE

30 - 45 minute sessions

Dean Eitel - **September 7 and 21**
10 - 12

Email: deitel@depaul.edu

MOCK INTERVIEWS

60 minute sessions

Kraig Roberts - **September 7 and 21**
9:30 - 10:30

Email: mcwnkraig@gmail.com

LINKEDIN CRITIQUES

Session is for profile review and / or Q&A about LinkedIn usage

Bruce Bennett - **September 14 and 21**
10:00am - 12:00pm

mcwnbennett@hotmail.com

Microsoft Word Computer Class **Friday, September 11, 10am - 11am**

The Microsoft Word Essentials workshop will show you how to create, format, edit and save a document.

Follow the link to register:

[https://us02web.zoom.us/meeting/register/tZwkcOCrQDIoHtPH3W9dJLeHxBP_cad-jV2](https://us02web.zoom.us/join/https://us02web.zoom.us/meeting/register/tZwkcOCrQDIoHtPH3W9dJLeHxBP_cad-jV2)

Microsoft Excel Computer Class **Friday, September 25, 10am - 11am**

The Microsoft Excel Essentials workshop will show you how to create, format, edit and save a spreadsheet.

Follow the link to register:

[https://us02web.zoom.us/meeting/register/tZlqcO6rrDgoG9PJFqZV2ZDxWakuvKCmwfYA](https://us02web.zoom.us/join/https://us02web.zoom.us/meeting/register/tZlqcO6rrDgoG9PJFqZV2ZDxWakuvKCmwfYA)

Employability Training Workshop **Interviewing Skills** **Thursday, September 3, 9am - 12pm**

Participants will learn how to make a positive impression on a future employer by clearly articulating skills and abilities. They will learn and practice virtual and in-person interviewing techniques that increase comfort and effectiveness. Participants will be provided with access to Interview Stream technology to continue self directed practice following the workshop

Follow the link to register

[https://mchenrycc.zoom.us/meeting/register/tJlvdOGogj4iE90oQHDVg39PaFH4z9ftMhyj](https://mchenrycc.zoom.us/join/https://mchenrycc.zoom.us/meeting/register/tJlvdOGogj4iE90oQHDVg39PaFH4z9ftMhyj)

Career Workshops and Services

- Available to all Job Seekers, FREE of charge
- Seminars are NOT considered "training" by IDES.

All Workshops and Seminars will be done in a virtual setting.

For questions please call (815) 338-7100 ext. 2771 or email workforcecenterRR@yahoo.com

CAREER PATHWAYS WORKSHOP **Tuesday, September 1, 1 - 2:30pm**

This workshop is designed to help assess your skills and interests as you develop a career plan and learn ways to align yourself with high growth occupations in McHenry County.

Follow the link to register:

[https://us02web.zoom.us/meeting/register/tZAoc--oqTMtHdbiQz03x1ebpcQ0Ro2pBt7T](https://us02web.zoom.us/join/https://us02web.zoom.us/meeting/register/tZAoc--oqTMtHdbiQz03x1ebpcQ0Ro2pBt7T)

RESUME AND COVER LETTER WORKSHOP **Tuesday, September 8, 1 - 2:30pm**

This workshop is designed to provide guidance on resume trends and job search correspondence. Workshop will involve rewriting current resume or starting from scratch. We will also review some basic guidelines around writing an effective cover letter. Please have your resume available.

Follow the link to register:

[https://us02web.zoom.us/meeting/register/tZEtdc-grJluH9wB0Z_nH5fiNzYs-3tYunlp](https://us02web.zoom.us/join/https://us02web.zoom.us/meeting/register/tZEtdc-grJluH9wB0Z_nH5fiNzYs-3tYunlp)

INTERVIEW WORKSHOP **Tuesday, September 15, 1 - 2:30pm**

This workshop is designed to give tips and tricks on handling the entire interview. We will cover everything from what to wear to how to send a follow up letter.

Follow the link to register:

[https://us02web.zoom.us/meeting/register/tZUteO6urjwpHNGBebRXb1xHW3cNbZ9OiObd](https://us02web.zoom.us/join/https://us02web.zoom.us/meeting/register/tZUteO6urjwpHNGBebRXb1xHW3cNbZ9OiObd)

STRESS MANAGEMENT **Thursday, September 17, 1 - 2:30pm**

Job loss is the 8th highest life stressor impacting millions of Americans every year. Come learn helpful ways to cope with job loss and maintain your mental health by practicing mindfulness, changing negative habits, and unplugging from the overstimulation's of modern day society. Workshop will involve practicing breathing exercises and completing self-care assessment worksheets.

Follow the link to register:

[https://us02web.zoom.us/meeting/register/tZUocuPupzktGdVKKslrBDxJoHc8G7BmSS4K](https://us02web.zoom.us/join/https://us02web.zoom.us/meeting/register/tZUocuPupzktGdVKKslrBDxJoHc8G7BmSS4K)

Job Search Network Group **Mondays, August 31 through October 5** **10 - 11am**

Develop communication skills, professionalism, and confidence along with building a network of peer support designed to maintain motivation during job search. Check our website at www.mchenrycountyworkforce.com for more information.

NETWORK TO SUCCESS JOB CLUB

Wednesday, September 9, 1 - 3:00pm

Job Search Over 50

Finding a job can be difficult at times, even more so when you are an older worker. This presentation focuses on helping mature workers identify their skills and overcome objections in their job search. Several "mature worker" friendly companies are identified. In addition to the specialized concerns of job seekers over 50, this will cover search tips that are useful for job seekers of any age.

Presented By: *Bruce Bennett*

Follow link to register:

[https://us02web.zoom.us/meeting/register/tZ0lcuCPqTIsG9IywW3yoGfZDgfGmiCDZXtj](https://us02web.zoom.us/join/https://us02web.zoom.us/meeting/register/tZ0lcuCPqTIsG9IywW3yoGfZDgfGmiCDZXtj)

WHAT CAN WE DO TO HELP?

Are you *A Job Seeker?*

Need to *Enhance your Skills?*

Want to *Explore a New Career?*

McHenry County Workforce Network has a variety of programs and services for job seekers seeking assistance in meeting the challenges of today's job market. We provide a one-stop system for employment related services in McHenry County and are part of a nationwide system. Come to an

information session to learn more!

Next WIOA Information Sessions:

Thursday, September 10, 9:30 - 10:30am

Follow the link to register:

[https://us02web.zoom.us/meeting/register/tZcof-mhrD8iHNI4LRItMGrzKMrsjL3FYrR6](https://us02web.zoom.us/join/https://us02web.zoom.us/meeting/register/tZcof-mhrD8iHNI4LRItMGrzKMrsjL3FYrR6)

Apply for potential training ONLINE at:
www.mchenrycountyworkforce.com

Information Technology (Entry Level) Networking Event **Tuesday, September 10, 1 - 2:30pm**

Information Technology can provide a promising career path but where do you start? Here you will hear from a panel of Information Technology professionals who will discuss the outlook for entry level positions and learn about their own entry into the field. You'll also have the opportunity to participate in small groups to talk directly with employers, ask follow-up questions and expand your network of industry contacts.

Follow the link to register:

[https://mchenrycc.zoom.us/meeting/register/tJUpeChrzuGtEtfwvJsBh4tu8MFxEGpkvC-t](https://mchenrycc.zoom.us/join/https://mchenrycc.zoom.us/meeting/register/tJUpeChrzuGtEtfwvJsBh4tu8MFxEGpkvC-t)

Explore the Illinois Workforce Portal
www.illinoisworknet.com

CLOSED—Labor Day
Monday, September 7